

Arizona Commission on the Arts Intern Program Number of internships available at this time: 3
Position titles (specific); positions reports to: <ul style="list-style-type: none">• Arizona Commission on the Arts Performing Arts Program Intern: Claire West, Performing Arts Director• Arizona Commission on the Arts Public Information Program Intern: Chris Burawa, Public Information Officer and Literature Director; Stacey Wong, Public Relations Coordinator• Arizona Commission on the Arts Visual Arts Program Intern: Gregory Sale, Visual Arts Director
Number of hours per week: 8 to 12; schedule to be determined by intern and supervisor.
Dates of service: Now through Fall 2006, with the possibility of continuing through Spring 2007. Typically a 4 to 6-month post. All internships may be renewed or reposted 01 September, 15 January, and 15 May <i>annually</i> .
Location: ACA offices at 417 West Roosevelt; Phoenix, AZ 85003
Position description (general): <p>The Arizona Commission on the Arts (ACA) is an agency of the Arizona State Government whose mission is to create an Arizona where people broaden, deepen and diversify their engagement with the arts - as creators, audiences and supporters - in ways that are satisfying and integral to their lives.</p> <p>The ACA Internship Program provides emerging leaders in the arts with the opportunity to investigate and participate in the operations of a state arts agency. Through a combination of learning experiences, work projects, and group collaborations, interns become integral members of our team. Interns are expected to participate in daily activities, contribute skills and ideas, and produce excellent work, all the while preparing to become the next generation of arts, nonprofit, and cultural leaders.</p> <p>Program benefits may include personal career mentoring from/by ACA staff. You may also be eligible for university credit for your ACA internship (course/credit must be identified and arranged by intern with counsel from his/her university advisor).</p>
Qualifications: <p>ACA interns must...</p> <ul style="list-style-type: none">• ...be undergraduate students, graduate students, or college graduates• ...have experience/interest in (Performing Arts, Public Information, Visual Arts), arts administration, cultural policy• ...possess exemplary verbal and written communication skills• ...possess strong organizational skills and the ability to prioritize and manage concurrent projects• ...possess the ability to work independently as well as in a team environment Preferred qualities: <p>ACA interns should be...</p> <ul style="list-style-type: none">• ...assertive and resourceful self-starters, able to problem-solve and to fully engage in projects/tasks• ...comfortable using or willing to learn to use Microsoft Office products: Excel, Access, Outlook, Word, FrontPage• ...comfortable working with or willing to learn to work with complex databases• ...comfortable updating or willing to learn to update information on the ACA website

Specific duties and responsibilities:

- ACA Performing Arts Program Intern:
 - Coordinate Artists Projects logistics
 - Coordinate Field Forward Network program logistics
 - Coordinate support aspects of Creative Capital program; liaise between ACA staff and the Arizona Partnership
 - Complete research projects: research curriculum at booking conferences nationwide; research arts administration courses around the country
 - Support Performing Arts Director in programmatic integration of NEA initiative, *American Masterpieces*
 - Assist with ACA Residency Roster auditions
 - Update and maintain various databases
- ACA Public Information Program Intern:
 - Assist with website updates
 - Work with Public Information Officer to compile a statewide media database
 - Assist with writing and production of press releases
 - Complete research projects as assigned
 - Assist with Commission conferences and media events
- ACA Visual Arts Program Intern:
 - Coordinate support aspects of Creative Capital program; liaise between ACA staff and the Arizona Partnership
 - Assist with promotion of programs for individual artists – including but not limited to Artists Project Grants – and assist with preparation of Artists Project Grants for panel review
 - Assist with agency work in support of public art; liaise between agency and statewide public art administrators
 - Assist with grant review work for Federal Freeway Enhancement Grants
 - Support Visual Arts Director in programmatic integration of NEA initiative, *American Masterpieces*
 - Update and maintain various databases

If you are interested, please submit the following via email or mail by **15 August 2006**:

- A *one page* letter of inquiry, speaking to any coursework, experience, or special interests related to the posted position
- A resume or CV
- A list of at least three professional/academic references (contact info only: names, titles, phone numbers, email addresses; letters of reference not required)

Email your materials to:

info@azarts.gov with a subject line that pertains to your application: **ACA Performing Arts Program Intern, ACA Public Information Program Intern, OR ACA Visual Arts Program Intern**

OR mail your materials to:

Arizona Commission on the Arts
Attention: Performing Arts Program Intern, Public Information Program Intern, OR Visual Arts Program Intern
417 West Roosevelt
Phoenix, AZ 85003-1326